DOCUMENT RESUME

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By- Sherman, Stuart C; Pinson, Leo A.

The Development and Operation of a System to Reclassify Older Books and Process New Books Under the Library of Congress Classification System for a Public Library Currently Employing the Dewey Decimal Classification. Progress Report.

Providence Public Library, R.I.

Spons Agency- Office of Education (DHEW), Washington, D.C. Bureau of Research.

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This progress report on a pilot project involving the reclassification of 1,000 titles in the Providence Public Library using data processing techniques covers the period July 1, 1967, to September 30, 1967. The major activities and accomplishments, problems, significant findings and events, dissemination activities, staff time, and future activities are briefly outlined. A preliminary procedure manual and flow chart prepared during this period are appended. (JB)

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PROGRESS REPORT
Project No. 7-8381
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THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RE-CLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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UNIVERSITY OF MINNESOTA

September, 1967

U. S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

Office of Education
Bureau of Research

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PROGRESS REPORT
Project No. 7-8381
Grant No. OEG-1-7078381-4544

THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RE-CLASSIFY OTHER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

Stuart C. Sherman
Leo A. Pinson

PROVIDENCE PUBLIC LIBRARY
Providence, Rhode Island

January 2, 1968

The research reported herein was performed pursuant to a grant with the Office of Education, U. S. Department of Health, Education, and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Office of Education position or policy.

U. S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

Office of Education
Bureau of Research

OE Bureau of Research No. 7-8381
Period: July 1, 1967 to September 30, 1967

Grant No. OEG-1-7-078381-4544
Date of Submission: January 2, 1967

Name of Institution: PROVIDENCE PUBLIC LIBRARY

Title of Project: THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RECLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

Name of project director: Leo A. Pinson

1. Major activities and accomplishments during this period:
   Examination of existing Providence Public Library procedures and files by Inforonics and Providence Public Library personnel during July and August. Exchange visits by project workers resulted in the issuance of a preliminary procedure manual.

2. Problems:
   Mr. S. Duane Davies, Project Director, resigned as Head of the Providence Public Library Catalog Department. In order to continue the smooth operation of the Department and the progress of this project, Mr. Leo A. Pinson was appointed Project Director and acting Head of the Catalog Department. Mr. Pinson received his undergraduate training at St. Mary's Seminary in Techny, Illinois, studied law at Catholic University and library science at the University of Rhode Island Graduate Library School. His library experience includes work as a cataloger-searcher with Library of Congress and as a cataloger at the Providence Public Library since 1962.

The decision to include the eight Providence Public Library branches in this project increased the number of volumes included in the 1000 title project was thus increased. It was therefore determined to eliminate the 500 new titles as:

> Classification, cataloging and production of cards for new titles could be accomplished by employing MARC II tapes.
>
> Processing procedures and time for new titles would be identical to those developed in a reclassification project.
>
> It would be more valuable to obtain a system wide survey of reclassification problem areas.

Keeping LC schedules up-to-date proved to be an area of concern. All clerical and professional employees assigned to the Providence Public Library Catalog Department worked on the revision. This ensured their eventual familarity with the LC classification scheme.

The problems that would be encountered in gathering copy-location input data were recognized. It was obvious that the copy data that currently appears on the verso of the Providence Public Library shelf list cards will have to be transcribed on the front of the card. The absence of copy information for the branch libraries on the Central Library main shelf list will necessitate additional steps.

3. Significant Findings and Events:

All areas of inclusion in this project were examined and a seven page preliminary procedure manual was written. A flow chart was also prepared. Both may be found in the appendix.

The most significant event was the decision to encode all data employing the MARC I format. This determination was reached upon learning that MARC II codes will not be established until early 1968, with tapes not issued until the Spring of 1968. It is believed that the value of experience gained in programming with MARC I codes will outweigh the difficulty of converting the 1000 title input to MARC II.

4. Dissemination Activities:

Copies of Proposal 7-8381 together with copies of the preliminary procedure manual were distributed to the Rhode Island Department of State Library Services, the University of Rhode Island Library and to four other Rhode Island college and public libraries. This was done to keep local librarians aware of progress, and to solicit their comments and professional advice.

5. Capital Equipment Acquisitions:

NONE

6. Forms:

NONE

7. Other Activities:

NONE

8. Staff Summary:

NAME	TITLE	FUNDS		PERCENT OF TIME (1)
		FEDERAL	LOCAL	
Leo A. Pinson	Project Director		$ 557.50	7 1/2%
Esther Small	Cataloger		13.20	2%
Elinor A. Hayden	Cataloger		14.00	2%
Marie D'Onofrio	Typist		35.00	1%
Winifred Fay	Clerk		35.00	1%
Marie R. Ferri	Secretary		62.50	1 1/4%
Ann T. Curran	Library Systems Analyst	$564.20*		9% (48 hours)
	TOTAL	$ 564.20*	$717.20	

(1) Percent of total as indicated in Proposal 7-8381

Period employed: All persons worked on the project from July 1, 1967 through September 30, 1967.

*Includes Direct Labor, Overhead and Payroll Benefits

9. Future Activities Planned for Next Reporting Period:
During October, November, and December 1967, we intend to:

Determine how the 1000 title samples are to be selected.

Determine what cost data is to be gathered.

Determine whether a union shelf list should be developed to replace the separate Central Library - Branch Library shelf lists.

Develop a final procedure manual.

Develop programming specifications.

Develop pertinent statistic and time sheets.

Develop an input work sheet.

Determine what Central Library - Branch Library processing procedures will be performed "on-site".

10. Certification:

Signature of Contract Officer

Signature of Project Director

1/v/68
Date

January 2, 1968
Date

APPENDIX

I. Sample Selection

A. Reclassification sample — 1000 titles

There are two somewhat opposing objectives in choosing the sample for this experiment:

1. There should be adequate distribution of titles over the classification scheme to give a fair representation of the problems that may be encountered in the different parts of the schedules.

2. The number of consecutive titles to be taken from each section should be large enough to simulate actual reclassification operating conditions if meaningful cost data are to be derived. For example, (1) class numbers are more easily (quickly) assigned once the cataloger has gained some familiarity with a particular part of the schedules and (2) the operational problem of assigning book numbers does not arise until a significant number of titles from one section are involved.

After discussing these conflicting requirements with Mr. Cylke and Mr. Pinson in August, we concluded that taking 100-200 consecutive titles from seven different parts of the schedule would be a reasonable compromise. The main classes to be included and the number of consecutive titles to be selected are as follows:

DD#	Number of Consecutive Titles
200's	100
300's	150
500's	200
600's	200 first 20 710, 720, 730
700's	200
800's	200
900's	150

Since the beginning of any main class is somewhat atypical, all seven sections should not be taken from the beginning of a main class, e.g. 100, 300, etc. A better sample could

be obtained by starting the first section at 100, the second section at 310, the third at 520, etc. If there is a certain section within a main class that would be particularly desirable to have in a reclassification experiment, it could be done.

B. New processing — 500 titles.

The proposal as written, states that the experiment should include 1000 titles to be reclassified from DDC to LC and 500 new titles to be classified in LC. Producing card sets and labels for the branch libraries is not mentioned nor was it included in the cost figures submitted by Inforonics. This has caused some concern at Inforonics. Producing card sets and labels for the main library only would no doubt fulfill the contractual agreement. We feel, however, that including the branch libraries in a reclassification experiment for a public library would greatly increase the worth of the experiment not only to Providence Public Library, but to other libraries as well.

We would therefore like to suggest that we omit the 500 new titles and apply the part of the budget that would be required for this to providing cards and labels for the branches. Inforonics will be providing processing for new titles to the six state university libraries in New England and we will be finding out how much this type of service will cost. We could also, at any time, find out the percentage of new titles acquired by Providence that are on the LC MARC tapes.

II. Encoding — MARC I or MARC II

We are recommending that the MARC I format be used in this experiment. The date that LC is now giving for issuing tapes in MARC II format is late winter or early spring. This may well become next summer. The codes will be established sometime before this but LC has not as yet, said when this will be. Since we are only encoding 1000 titles, it would not be a great burden to convert to MARC II later on.

III. Procedure (Flow chart is also included)

A. Copy Gathering

1. Transfer copy information from verso of SL in sample sections.

2. Check filing of SL sample sections.

3. Stamp SL sample sections with a numbering stamp.

4. Pull main entry card from Authority Catalog for non-LC SL copy.

5. Microfilm the SL and Authority Catalog cards.

6. Xerox.

7. Cut the xerox.

8. Refile the SL cards.

9. Sort and refile the Authority Catalog cards.

B. Copy Preparation

1. Search for LC copy if SL or Authority Catalog copy is non-LC.

2. If find LC copy, note LC call number if one appears on copy.

3. Check LC class numbers on LC copy against LC schedules and against the old DDC number and change any obsolete class numbers and differences in classifying practice between LC and PPL (e.g. LC may classify all the numbers in a series together whereas PPL may be classifying separately each number in the series.)

4. Write LC established call numbers on a slip and sort the slips by LC call number.

5. If no LC call number has been found, retrieve books from shelves, assign class number.

6. Assign book numbers (Cutter numbers) checking slips with LC established call numbers to avoid conflicts.

7. Check subject headings against LC List and make any necessary changes.

8. Tag catalog data with MARC I codes and note SL copy information for main library on worksheet.

C. Computer Run

1. Key data.

2. Proofread.

3. Key corrections.

4. Edit merge corrections.

5. Run catalog cards for main catalog.

6. Run extra catalog cards for each departmental catalog.

7. Run selin labels for main collection.

8. Run selin labels for each shelf location and department.

9. Run pressure sensitive labels for book pockets and book cards for the main collection.

10. Run pressure sensitive labels for book pockets and cards for each shelf location and department.

D. Book Processing

1. Remove books from shelves.

2. Check books against labels.

3. If there is a book but no label, set aside for special handling. (SNAG A)

4. If there is a label but no book, set aside for special handling (SNAG B)

5. Apply new selin label to spine and iron it on.

6. Apply pressure sensitive labels to book card and pocket.

7. Remove DDC number from book and write in new LC number.

8. Check off copy number on new LC SL card verifying books against cards.

9. Arrange books by LC call number and reshelve.

10. Repeat book processing steps for each shelf location and department.

E. Card Filing

1. Separate SL, AC, and Public Catalog cards for main library.

2. File new SL cards by LC call number.

3. File new cards in Public Catalog, pulling old cards.

4. File new cards in Authority Catalog and pull old cards noting new call number on the union card.

5. File catalog cards in departmental catalogs pulling old cards.

F. Branch Processing

1. Print out abbreviated listing of titles in main library (8 copies).

2. Send a copy to each branch.

3. Branch indicates titles and copies owned on list.

4. Key branch information.

5. Proofread.

6. Key corrections.

7. Edit merge corrections.

8. Run catalog cards for each branch catalog.

9. Run selin labels for each branch.

10. Run pressure sensitive labels for each branch.

G. Branch — Book Processing

1. Process as in Book Processing for main library.

H. Branch — Card Filing

1. Separate cards for branch catalog, branch SL and main library SL.

2. File cards in branch catalog pulling old cards.

3. File branch SL cards by LC call numbers.

4. File SL card in main library's SL.

IV. Time — Cost Data

In all our cost gathering activities we should take great care to isolate the steps in the procedure that may not be found in other libraries. By doing so the libraries that have always included LC cards in their shelf lists and that have the copy information for their branch libraries in the main shelf list can also derive meaningful reclassification costs for their own library situation.

The second general consideration is that we must somehow isolate the people who are working on the reclassification experiment from the day-to-day chores of the library. The ideal solution would be to hire special people for this experiment. Is this possible?

The individual tasks involved can be seen from the flow chart of the procedure to be followed. In addition to the times required for the various tasks, the experiment should gather significant statistics such as:

1. Filing errors found in shelf list sample sections. If none or very few are found, this check could be eliminated in a full scale project.

2. The number of LC cards in the shelf list.

3. The number of LC cards in the Authority Catalog.

4. The number of times LC copy is found in NUC when LC copy was not present in either the shelf list or the authority catalog.

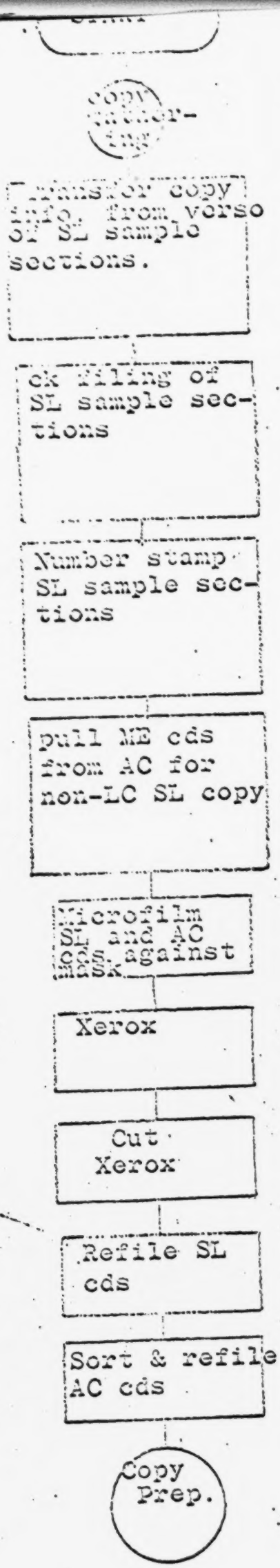
5. The number of LC class numbers that are obsolete.

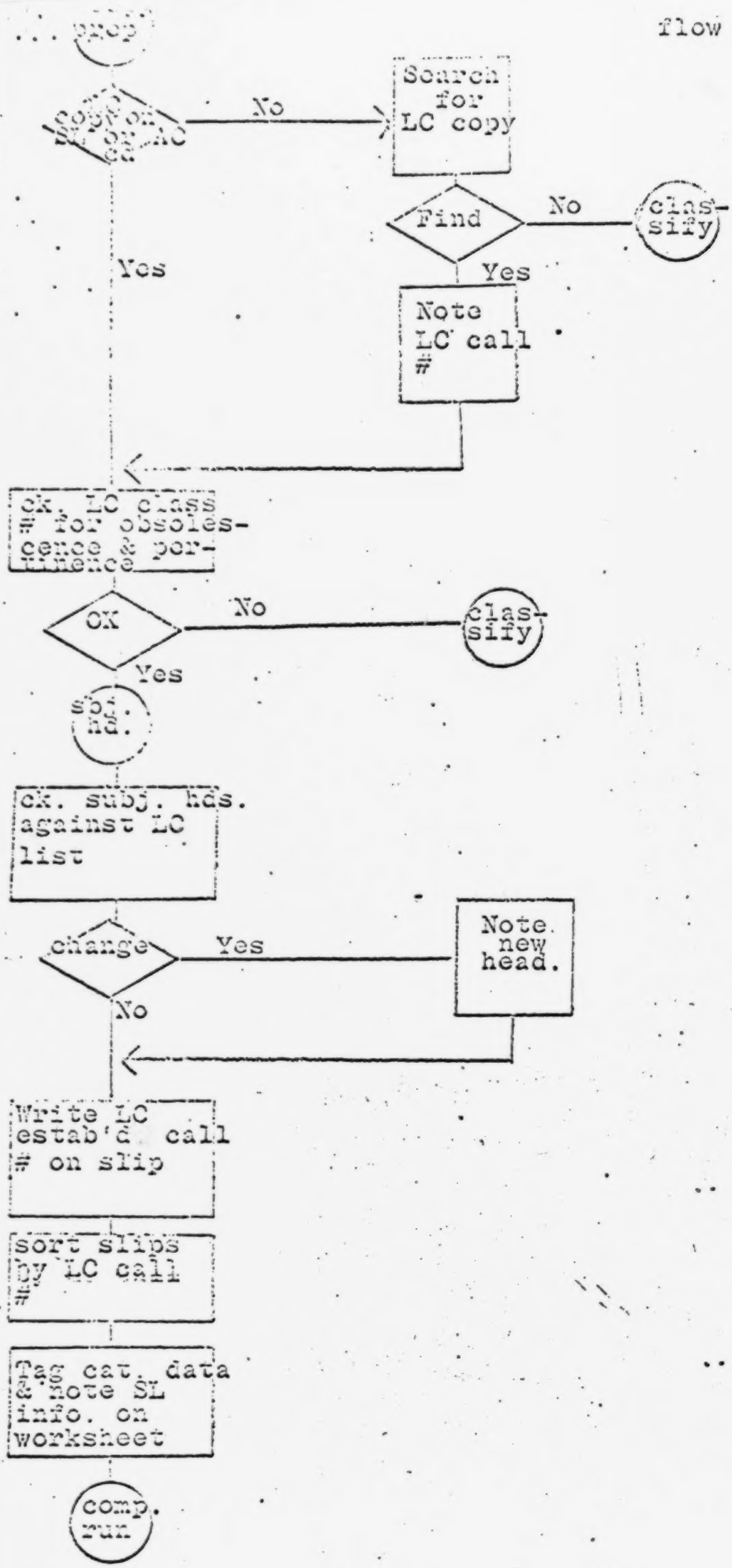
6. The number of subject headings that had to be changed.

7. The number of books missing from the shelf.

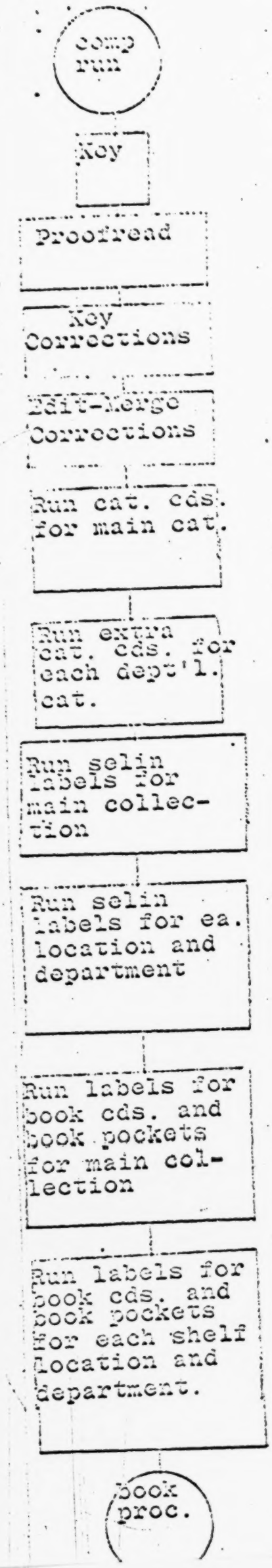
8. The number of books on the shelf for which labels were not made.

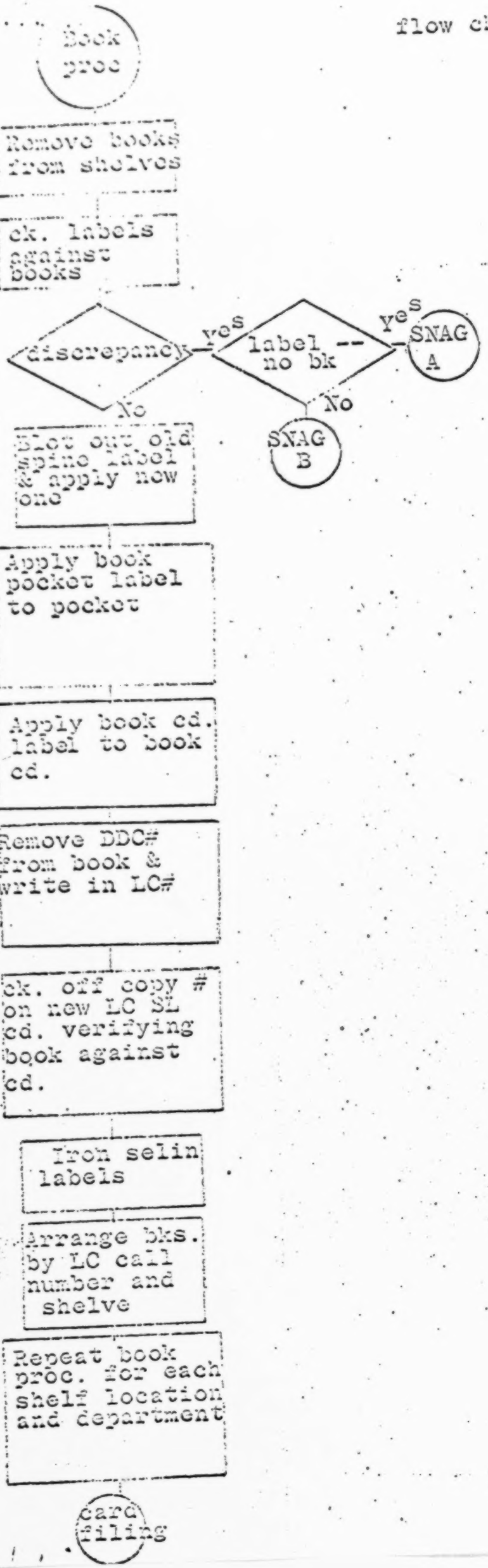
Before specifying in detail the cost data and statistics to be gathered, we would like to discuss with you this whole problem of "who will do what".


copy cataloging
Transfer copy info. from verso of SL sample sections.
ck filing of SL sample sections
Number stamp SL sample sections
pull ME cds from AC for non-LC SL copy
Microfilm SL and AC cds. against mask
Xerox
Cut Xerox
Refile SL cds
Sort & refile AC cds
Copy Prep.


... prep
copy on SL or AC cd
No
Search for LC copy
Find
No
clas-sify
Yes
Yes
Note LC call #
ck. LC class # for obsoles-cence & per-tinence
OK
No
clas-sify
Yes
sbj. hd.
ck. subj. hds. against LC list
change
Yes
Note new head.
No
Write LC estab'd call # on slip
sort slips by LC call #
Tag cat. data & note SL info. on worksheet
comp. run

Classify
Retrieve bks. from shelves
Assign LC class #
Assign book # checking slips for conflict
subject headings


comp run
Key
Proofread
Key Corrections
Edit-Merge Corrections
Run cat. cds. for main cat.
Run extra cat. cds. for each dept'l. cat.
Run selin labels for main collection
Run selin labels for ea. location and department
Run labels for book cds. and book pockets for main collection
Run labels for book cds. and book pockets for each shelf location and department.
book proc.


Book proc
Remove books from shelves
ck. labels against books
discrepancy
yes
label -- no bk
yes
SNAG A
No
No
SNAG B
Blot out old spine label & apply new one
Apply book pocket label to pocket
Apply book cd. label to book cd.
Remove DDC# from book & write in LC#
ck. off copy # on new LC SL cd. verifying book against cd.
Iron selin labels
Arrange bks. by LC call number and shelve
Repeat book proc. for each shelf location and department
card filing

card filing

Separate SL AC and Public Catalog cards for main library

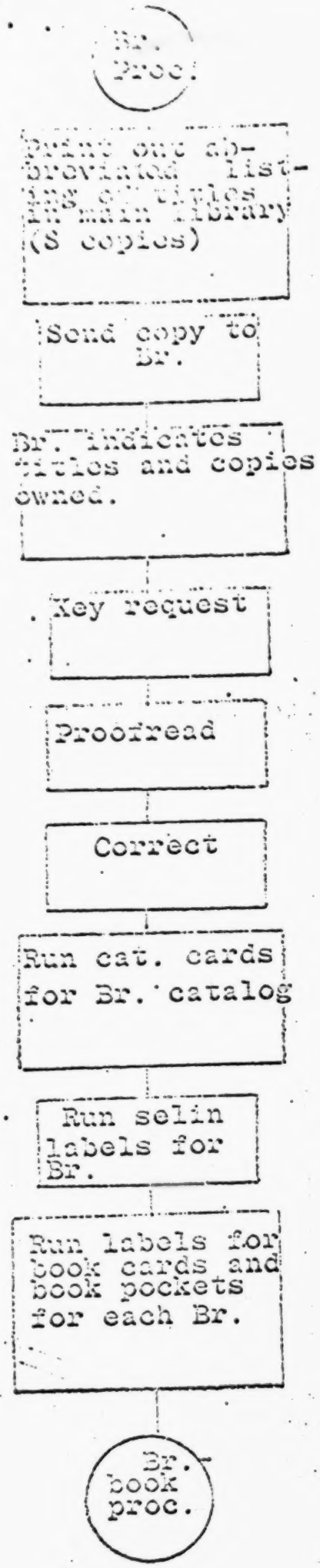
File new SL cards by LC#

File new cards in Public catalog pulling old cards

File new card in AC pulling old card and noting new call number on union card

File depart-ment. catlg cds. pulling old cards

Br. proc.


Br. Proc.
print one abbreviated listing of titles in main library (8 copies)
Send copy to Br.
Br. indicates titles and copies owned.
Key request
Proofread
Correct
Run cat. cards for Br. catalog
Run selin labels for Br.
Run labels for book cards and book pockets for each Br.
Br. book proc.

book proc.

Proc. as in book processing for main library

Br. card filing

Separate cards for Br. catalog, cards for Br. SL, and cards for main SL

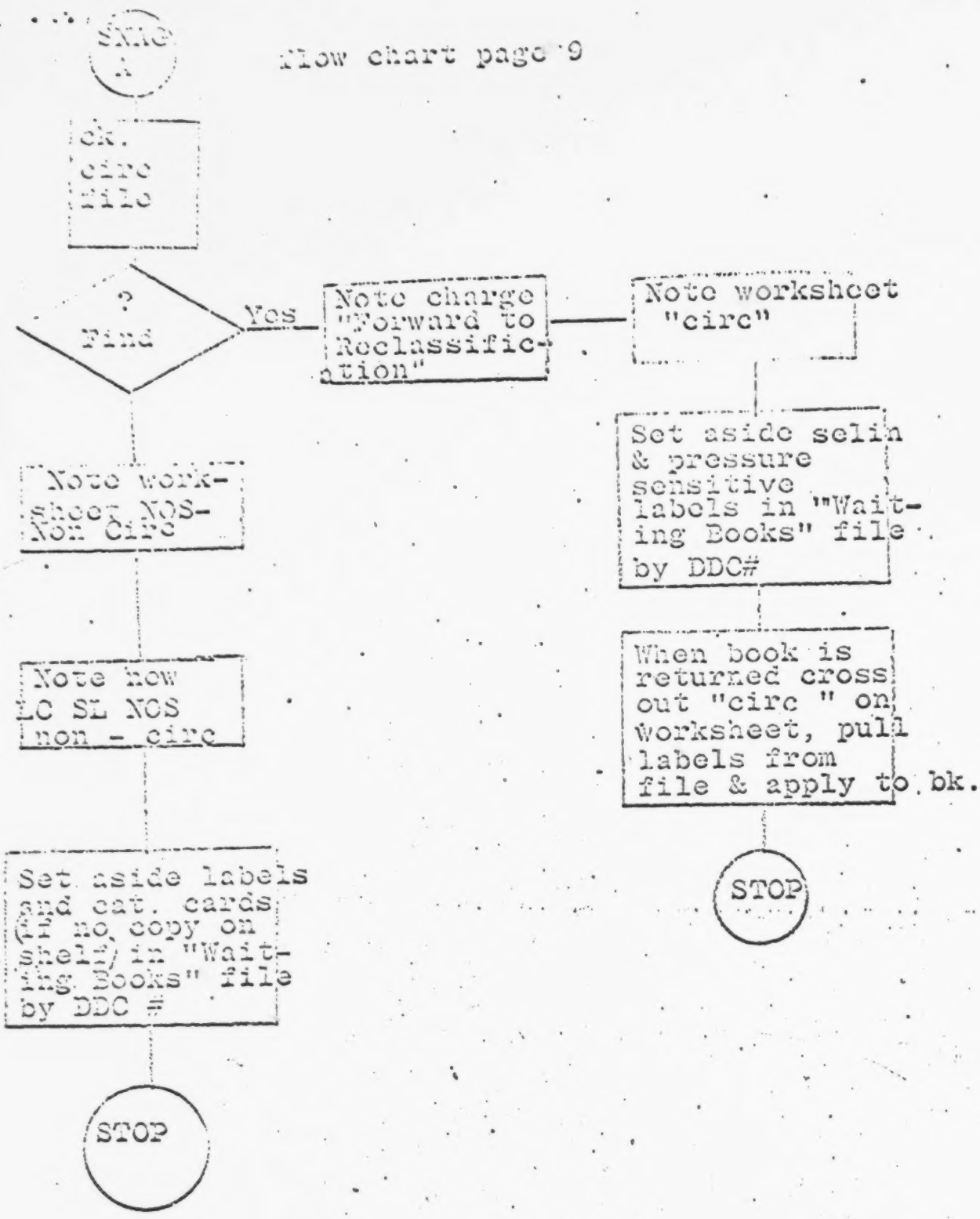
File cards in Br. catalog pulling old cards

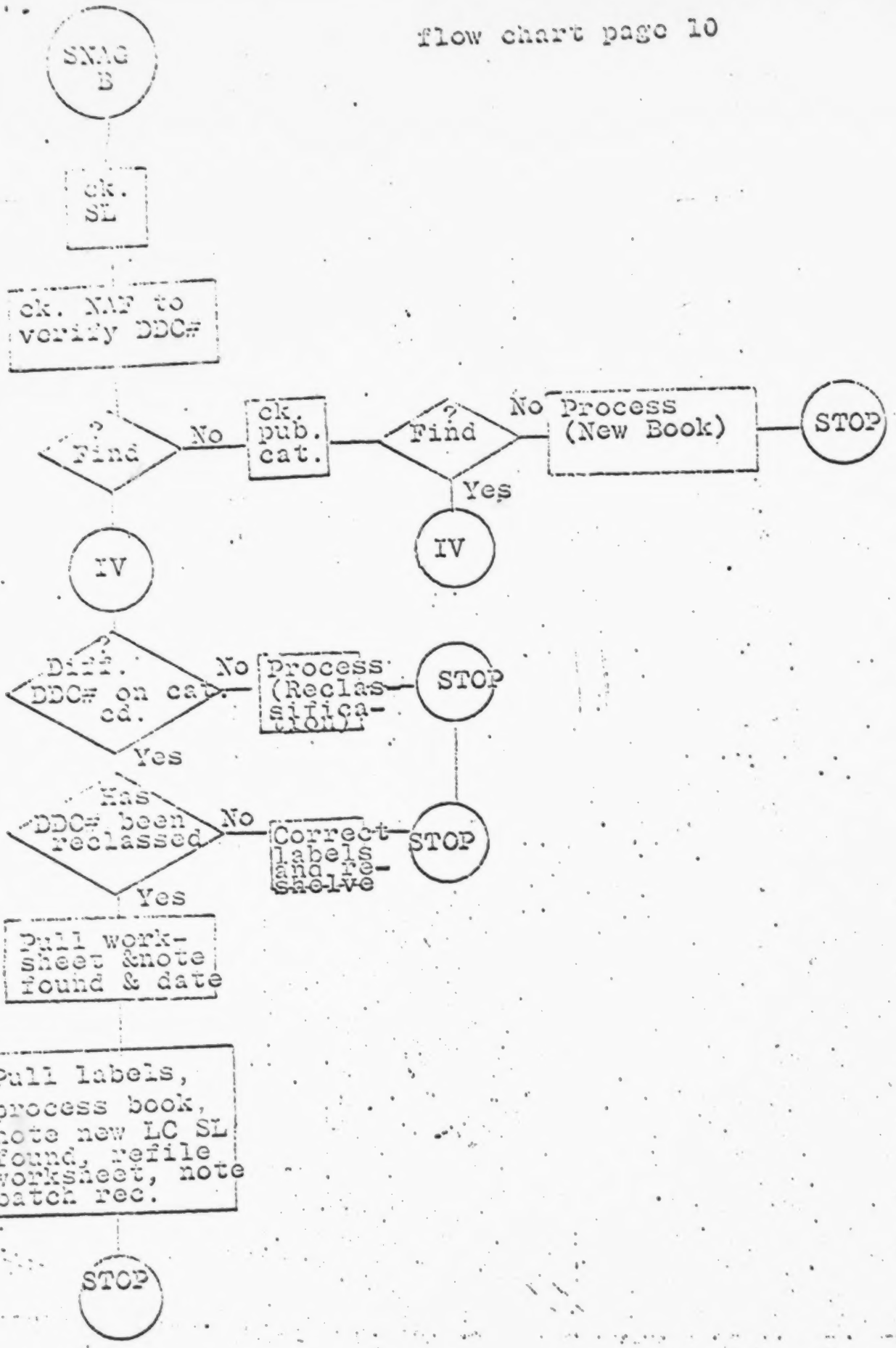
File Br. SL cards by LC #

File SL card in main library SL

Repeat book process Br. for each Br.

STOP


SNIC A
ck. circ file
Find ?
Yes
Note charge "Forward to Reclassification"
Note worksheet "circ"
Set aside selfin & pressure sensitive labels in "Waiting Books" file by DDC#
When book is returned cross out "circ " on worksheet, pull labels from file & apply to bk.
STOP
Note work-sheet NOS-Non Circ
Note how LC SL NOS non - circ
Set aside labels and cat. cards (if no copy on shelf) in "Waiting Books" file by DDC #
STOP


SNAG B
ck. SL
ck. NAF to verify DDC#
Find?
No
ck. pub. cat.
Find?
No
Process (New Book)
STOP
Yes
IV
IV
Diff. DDC# on cat. cd.?
No
Process (Reclassification)
STOP
Yes
Has DDC# been reclassed?
No
Correct labels and reshelve
STOP
Yes
Pull worksheet &note found & date
Pull labels, process book, note new LC SL found, refile worksheet, note batch rec.
STOP